**GOVERNANCE and PENSIONs**

**PENSION FUND LEGAL**

**JOB DESCRIPTION**

**Job Title:** Solicitor / Legal Executive

**Service Unit:** Pension Fund Legal

**Service Area:** Pensions

**Grade:** Grade I: £34,106 to £37,107

**Job Purpose:**

To provide professional legal advice, assistance and representation to the Fund, and to undertake complex legal casework arising from the Fund’s investment and administration activities.

To undertake the duties of the post in a proactive, enabling manner so as to facilitate, within the law, the policy objectives of the Fund and its effective governance.

**Main Duties and Responsibilities**

1. To undertake and have personal responsibility for a complex and mixed caseload.
2. To undertake legal casework on a range of complex matters for the Fund, including property work, investment transactions, public procurement advice and pensions advice.
3. To provide a full range of other professional legal advice and services to the Fund and its committees on matters relating to local government, pensions, property and investments, as directed from time to time.
4. To undertake the drafting and negotiation with external lawyers of documents relating to the purchase and sale of high value properties across a range of commercial sectors.
5. To undertake the drafting and negotiation with external lawyers of high value commercial leases, commercial lease related management documents, including all steps under lease renewal procedures.
6. To undertake the drafting and negotiation with external lawyers of a wide range of documents relating to property development across a range of commercial sectors, including construction documents.
7. When required, to attend meetings with other Fund officers, external managers, lawyers and surveyors.
8. To ensure that the Fund’s officers and departments are acting in accordance with the Council’s Constitution and Governance framework on matters within the post’s knowledge and control.
9. To ensure that a responsive and cost-effective service is provided to the Fund’s officers and service departments.
10. To carry out the service in accordance with the Council’s customer care, health and safety and equalities agendas.
11. To keep up to date with developments in local government and the law which are relevant to the post, to maintain the correct level of continuing professional development, and at all times act in accordance with the Solicitors Code of Conduct or CILEx Regulation.
12. To use appropriately the information and communications technology of Pension Fund Legal when carrying out work.
13. To present training courses and services to staff in Pension Fund Legal and other departments and members of the Council as required and to advise the team and internal services of any implications for their work.
14. To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of continuous improvement and best value.
15. To maintain and follow appropriate office procedures and to provide relevant statistical and management information as may from time to time be required.
16. To support, cover for and supervise other staff, as may be appropriate, to participate in development appraisal reviews and identification of training needs and generally to make an effective contribution to the management and operation of Pension Fund Legal.
17. To undertake such other duties within Pension Fund Legal as from time to time may be required which are commensurate with the grading and general character of the post.

**GOVERNANCE - Legal Services**

**PERSON SPECIFICATION**

**SOLICITOR/LEGAL EXECUTIVE**

**A. EDUCATIONAL STANDARDS/QUALIFICATIONS CATEGORY**

1. Qualified Solicitor, Barrister or Legal Executive Essential

2. Evidence of Continuing Professional Development Essential

**B. KNOWLEDGE AND EXPERIENCE**

1. Experience/knowledge of property law: Essential

2. Experience of complex property transactions Essential

3. Experience/knowledge of the following areas of law: Local Government / Pensions Desirable

4. Experience of procedures relating to private market investments Desirable

5. Experience of working in Local Government Desirable

6. Post qualification experience as a “practising lawyer” Desirable

**C. KEY SKILLS**

1. Advocacy skills Desirable
2. Drafting Skills Essential
3. Negotiating and influencing skills Essential
4. IT skills and ability to work to case management systems Essential
5. Workload management skills Essential
6. Ability to work under pressure and to consistently tight deadlines Essential
7. Well-developed oral and written communication skills Essential

**E. KEY APTITUDES AND PERSONAL QUALITIES**

1. Confidence and empathy Essential

2. Good interpersonal Customer focused skills Essential

3. Understanding of and commitment to team working Essential

4. Understanding and awareness of equality issues Essential

5. Ability to think in innovative ways Essential

6. Commitment to modern local government and the public sector Essential

7. Commitment to Best Value and continual improvement Essential

**For Information:**

Category

1. Essential Requirement without which the candidate would be unable to carry out the duties of the post.

(D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.